

**ARLINGTON COUNTY, VIRGINIA
AGREEMENT NO. 568-15
AMENDMENT NUMBER 3**

This Amendment Number 3 ("Amendment") is made on the date of execution of the Amendment by the County and amends Agreement Number 568-15 dated 10/14/14 ("Main Agreement") and made between Housing Innovations, LLC, 235 Walnut Road, Lake Peekskill, NY 10537 ("Contractor") and the County Board of Arlington County, Virginia ("County").

Whereas the County and the Contractor desire to amend the Contract Term under the Main Agreement, the Contractor and the County, in consideration of the promises and other good and valuable consideration specified in this Amendment, amend the Main Agreement as follows.

1. REVISE THE PRICE ADJUSTMENT PARAGRAPH TO READ AS FOLLOWS:

5. PRICE ADJUSTMENT

The Contract unit prices shall remain at \$165.00 per hour effective at execution of this Amendment throughout the contract Term, unless the Contractor requests a price adjustment, and the county approves such an adjustment. The cost for activities in this Scope of Work added with this Amendment is \$34,106 for a grand contract total of \$50,000 and the completion date is June 30, 2017.

2. REVISE THE EXHIBIT A SCOPE OF SERVICES

EXHIBIT A SCOPE OF SERVICES

HUD 2017 CoC Consolidated Application - - Start-up Activities

Convene quarterly project planning meetings with DHS (2 HI staff). Includes preparation of meeting agendas and documentation of next steps.	Month 1
Prepare project timeline and adjust timeline as needed upon release of the registration notice and NOFA.	Month 1
Schedule and conduct one remote interview with leaders from the CoC Executive and Priorities Committees, as identified by DHS, to obtain input on current CoC processes and on revisions to the processes specified in tasks #3 through #5 below. Includes preparation of interview questions.	Month 2
Schedule and conduct one remote interview with CoC homeless service providers, as identified by DHS, to obtain input on current CoC processes and on revisions to the processes specified in tasks #3 through #5 below. Includes preparation of interview questions.	Month 2
Document key findings from the interviews.	Month 2

Estimated Hours: 23

Renewal Evaluation, New Project Application, Reallocation & Project Ranking

Review background materials, including existing renewal evaluation standards and materials, new project application, related policies & procedures, and/or strategic planning documents. Obtain clarification from DHS regarding existing processes and local strategic goals and priorities, as necessary.	Month 3
Draft recommendations to improve efficiency and align processes with current HUD requirements and guidance and local strategic goals and priorities. Share draft recommendations with DHS for vetting with local stakeholders.	Month 3
Incorporate stakeholder feedback.	Month 4
Based on the recommendations, propose: programmatic, financial and compliance related renewal evaluation standards; data collection processes and tools, including a consumer survey instrument; project and CoC level renewal evaluation report templates, data analysis, grievance and corrective action processes; new project application and scoring tool; new project application review process; gaps analysis and project prioritization, reallocation and ranking process; and timeline that provides ample time for project selection, reallocation, prioritization, and ranking.	Month 4
Vet draft materials with DHS and incorporate feedback.	Month 4
Site Visit: Present key components of the materials as determined by DHS to the Priorities and Data and Evaluation Committees. Includes preparation of all materials for a half-day, face-to-face meeting and travel time for 1 HI staff person.	Month 5
Incorporate stakeholder feedback and finalize all materials.	Month 5
Build renewal evaluation data analysis tool.	Month 6
Propose adjustments as necessary upon release by HUD of the CoC Registration Notice and NOFA.	TBD
Prepare appropriate policy language about the renewal evaluation, new project application and selection, reallocation, and project prioritization and ranking processes to include in the CoC Governance documents.	Month 6

Estimated Hours: 113

Project Monitoring

Review existing monitoring procedures and tools. Obtain clarification from DHS regarding existing processes, as necessary.	Month 3
Draft recommendations to improve efficiency and align processes with current HUD requirements and guidance. Share draft recommendations with DHS for vetting with local stakeholders.	Month 4
Incorporate stakeholder feedback.	Month 5

Based on the recommendations, propose: project monitoring standards, process overview and procedures for selecting projects to be monitored and carrying out monitoring.	Month 6
Vet project monitoring standards, process overview and procedures with DHS and incorporate feedback.	Month 7
Present remotely key components of the materials above as determined by DHS to the Priorities and Data and Evaluation Committees and incorporate feedback.	Month 8
Prepare appropriate policy language about the project monitoring process to include in the CoC Governance documents	Month 9

Estimated Hours: 33

System Performance Measures & Executive Reports

Review existing CoC Report Card, Quarterly Financial Reports, HUD Systems Performance Report and strategic planning materials. Obtain clarification from DHS regarding existing processes and local strategic goals and priorities, as necessary.	Month 3
Draft recommendations to align processes with current HUD requirements, guidance, and goals and local strategic goals and priorities. Share draft recommendations with DHS for vetting with local stakeholders.	Month 4
Incorporate stakeholder feedback.	Month 5
Based on the recommendations, propose: systems performance measures and targets and executive report templates for program and systems performance.	Month 6
Vet draft performance targets and report templates with DHS and incorporate feedback.	Month 7
Present remotely key components of the materials above as determined by DHS to the 10 Year Plan and CoC Executive Committee and incorporate feedback.	Month 8
Prepare appropriate policy language about systems performance monitoring and executive reporting processes to include in the CoC Governance documents	Month 9

Estimated Hours: 33

Total Hours: 202 @ \$165/hour = \$33,330

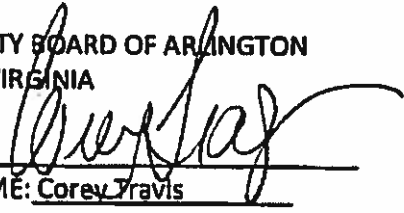
Travel and Per Diem for One Night and Two Days: \$776

Total Cost: \$34,106

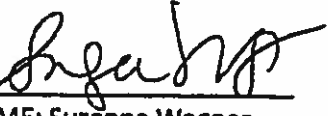
All other terms and conditions of the Main Agreement, as amended shall remain in full force and effect.

WITNESS THESE SIGNATURES:

THE COUNTY BOARD OF ARLINGTON
COUNTY, VIRGINIA

SIGNED: 
PRINT NAME: Corey Travis
TITLE: FMB Chief
DATE: 10/21/2016

Vendor Name

SIGNED: 
PRINT NAME: Suzanne Wagner
TITLE: Principal
DATE: 10/20/2016